



**LOCAL COMMUNITY ACTION VOLUNTEERING (LCAV) SCHEME  
 RISK ASSESSMENT DOCUMENT**

This Risk Assessment is to be read in conjunction with the Local Community Action Volunteering (LCAV) Scheme Policy.

In this Risk Assessment, **“Volunteer”** means anyone offering support to a Service User under the LCAV Scheme; **“Service User”** means anyone receiving support from a Volunteer under the LCAV Scheme.

Identified Risk / Hazard	Who might be harmed and how?	What are we doing to reduce/minimise the risk / hazard	Action by who?	Action by when?
Deviation from official public health guidance.	Volunteers and Service Users may increase the risk of spreading and contracting Covid-19.	The LCAV Scheme: <ul style="list-style-type: none"> <li>• follows Government guidance</li> <li>• is reviewed daily and amended when necessary</li> <li>• has a comprehensive Policy (appendix A)</li> <li>• Volunteers and Service Users are provided with the Policy and are required to follow it</li> <li>• Volunteers and Service Users must confirm in writing that they will abide by the Policy before being allocated a LCAV Scheme ‘buddy’</li> </ul>	<ul style="list-style-type: none"> <li>• LCAV Scheme Administrator to email / post LCAV Scheme Policy to all Volunteers and Service Users</li> <li>• Any updated Policy to be circulated immediately to all Volunteers and Service Users</li> <li>• Volunteers and Service Users to confirm in writing that they have received, read and understood the Policy and will abide by it</li> </ul>	<ul style="list-style-type: none"> <li>• At the time the Parish Council is contacted by a Volunteer and/or Service User</li> <li>• Ongoing requirement</li> </ul>



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Identified Risk / Hazard	Who might be harmed and how?	What are we doing to reduce/minimise the risk / hazard	Action by who?	Action by when?
<p>Participation in the LCAV Scheme could put vulnerable Volunteers at unnecessary risk of contracting Covid-19. It is inappropriate for children to be in a support giving role.</p>	<p>Volunteers 70 years and over are at higher risk from Covid-19. Children could be adversely affected by providing support to a Service User.</p>	<ul style="list-style-type: none"> <li>• Volunteers must be at least 18 years</li> <li>• Highlighting the risks to those 70 years and older</li> </ul>	<ul style="list-style-type: none"> <li>• The Parish Council via the LCAV Scheme Policy</li> <li>• The LCAV Scheme Administrator to ascertain age of Volunteer before allocating a ‘buddy’</li> </ul>	<ul style="list-style-type: none"> <li>• At the time the Parish Council is contacted by a Volunteer</li> </ul>
<p>Spreading Covid-19.</p>	<p>Service Users self-isolating due to age / underlying health condition / Covid-19 or suspected Covid-19.</p>	<ul style="list-style-type: none"> <li>• Advocating remote contact via telephone and/or email via the LCAV Scheme Policy</li> <li>• Following public health guidance regarding social distancing when face-</li> </ul>	<ul style="list-style-type: none"> <li>• The Parish Council via the LCAV Scheme Policy</li> <li>• Volunteers and Service Users adherence to the LCAV Scheme Policy</li> </ul>	<ul style="list-style-type: none"> <li>• At the time the Parish Council is contacted by a Volunteer or Service User</li> <li>• Throughout the implementation of the LCAV Scheme</li> </ul>



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		<p>to-face contact is unavoidable</p> <ul style="list-style-type: none"> <li>• Following public health guidance regarding hand hygiene and disinfecting hard surfaces such as money / doorbells / knockers etc</li> <li>• LCAV Scheme cessation immediately a Volunteer or any member of a Volunteer’s household show Covid-19 symptoms</li> </ul>		
<p>Uninsured risk for the Parish Council / Volunteers and Service Users</p>	<p>Parish Council / Volunteers and/or Service Users through a public liability insurance claim.</p>	<ul style="list-style-type: none"> <li>• Undertake a Risk Assessment</li> <li>• LCAV Scheme Policy</li> <li>• Highlighting potential risks within the LCAV Scheme Policy</li> <li>• AXA Insurance UK PLC Policy Number: RGBDX6962034</li> </ul>	<ul style="list-style-type: none"> <li>• The Parish Council have notified their Insurance company</li> <li>• The Parish Council will review and renew their Insurance Policy before it expires.</li> </ul>	<ul style="list-style-type: none"> <li>• 19.03.2020</li> </ul>



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		<p>Expiry Date: 31st May 2020</p> <p>Limit of Indemnity any one occurrence £10,000,000</p>		
<b>Identified Risk / Hazard</b>	<b>Who might be harmed and how?</b>	<b>What are we doing to reduce/minimise the risk / hazard</b>	<b>Action by who?</b>	<b>Action by when?</b>
Opportunists take advantage of vulnerable people in self-isolation.	Service Users are at risk of being deceived by unscrupulous individuals purporting to be a Volunteer and disclose personal information and/or hand over money.	<ul style="list-style-type: none"> <li>• Initial introduction between the parties by Parish Council</li> <li>• Volunteers to show ID at first visit</li> <li>• Service Users advised to ask Volunteers to wait and/or return whilst they verify their identity with the Parish Council</li> <li>• LCAV Scheme Policy</li> <li>• Allocation of known Volunteer to Service User wherever possible</li> <li>• LCAV Scheme Policy advice regarding</li> </ul>	<ul style="list-style-type: none"> <li>• The Parish Council via the LCAV Scheme Policy</li> <li>• Volunteers and Service Users adherence to the LCAV Scheme Policy</li> </ul>	<ul style="list-style-type: none"> <li>• At the time the Parish Council allocates a Volunteer to a named Service User.</li> </ul>



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		payments and/or reimbursements		
<b>Identified Risk / Hazard</b>	<b>Who might be harmed and how?</b>	<b>What are we doing to reduce/minimise the risk / hazard</b>	<b>Action by who?</b>	<b>Action by when?</b>
Service Users struggling to cope in self-isolation.	Volunteers being put under undue pressure and stress from excessive contact or being asked to undertake inappropriate support tasks.	<ul style="list-style-type: none"> <li>• LCAV Scheme Policy</li> <li>• Withdrawal option at any time</li> <li>• Referral to the appropriate statutory services</li> </ul>	<ul style="list-style-type: none"> <li>• The Parish Council via the LCAV Scheme Policy</li> <li>• Volunteers and Service Users adherence to the LCAV Scheme Policy</li> <li>• Referral(s) by Parish Council where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• At any time throughout the implementation of the LCAV Scheme</li> </ul>
Misuse of personal data – breach of GDPR.	Volunteers and/or Service Users through the misuse of their personal data.	<ul style="list-style-type: none"> <li>• LCAV Scheme Policy</li> <li>• Obtaining written consent from all Parties to hold their personal data and disclose it to a third</li> </ul>	<ul style="list-style-type: none"> <li>• The Parish Council via the LCAV Scheme Policy</li> <li>• Volunteers and Service Users providing written consent</li> </ul>	<ul style="list-style-type: none"> <li>• At the time the Parish Council is contacted by a Volunteer and/or Service User</li> <li>• Ongoing requirement</li> </ul>



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		<p>party under the LCAV Scheme only.</p> <ul style="list-style-type: none"> <li>• Electronic filing of consent.</li> <li>• Accurate record keeping on LCAV Scheme spreadsheet</li> <li>• Secure Parish Council laptop (password protection and Norton anti-virus software)</li> </ul>		
<b>Identified Risk / Hazard</b>	<b>Who might be harmed and how?</b>	<b>What are we doing to reduce/minimise the risk / hazard</b>	<b>Action by who?</b>	<b>Action by when?</b>
Uninsured use of a vehicle.	Other road users if the Volunteer does not hold the appropriate insurance for participation in the LCAV Scheme	<ul style="list-style-type: none"> <li>• LCAV Scheme Policy – advice to notify car Insurer</li> <li>• Written confirmation that the Volunteer has received, read, understood the Policy and will abide by it</li> </ul>	<ul style="list-style-type: none"> <li>• The Parish Council via the LCAV Scheme Policy</li> <li>• Volunteers providing written confirmation</li> </ul>	<ul style="list-style-type: none"> <li>• At the time the Parish Council is contacted by a Volunteer and/or Service User</li> <li>• Ongoing requirement</li> </ul>